










Locating a Word Processing Document

Note: When I hold the Braille Plus it is in a vertical position with the ear piece (I call it the microphone) at the top. The Apps key can be located directly below the ear piece.

- ➔ Press the App button 
- ➔ Now the Braille Plus responds by saying Applications Menu.
- ➔ Press the down arrow key to navigate until you hear: 5 Tools Menu 
- ➔ Applications Menu
 1. Workspace
 2. Music Player
 3. Library Menu
 4. Internet Menu
 5. Tools Menu
- ➔ Once you hear it say Tools Menu Press OK 
- ➔ It then repeats 1 word processor
- ➔ Now Press OK 
- ➔ It then repeats untitled
- ➔ Press the Menu button 
- ➔ It repeats word processor menu 7 file
- ➔ Use the down arrow key until you hear 10 recent files 
- ➔ 8 edit
- ➔ 9 navigation
- ➔ 10 recent files
- ➔ When you hear 10 recent files press OK 
- ➔ It then repeats recent files (name of 1st document and the number of recent documents such as 1 of 15
- ➔ Press the down arrow key until you hear the name of the file you want 
- ➔ Press OK 
- ➔ It then repeats the name of the file you opened i.e. writing.doc

Super Short Cut: Press Apps, 51, Menu, arrow down, press OK when you hear 10 recent files, arrow down to the name of the file you want, and press OK